20 August 1971

MEMORANDUM FOR: All FE Staffs and Branches

SUBJECT   : Stenographic Aids and Computer Use Devices.

REFERENCE   : CSN 5-160, dated 23 July 1971 (copy attached).

    1.   Of the many stenographic aids and computer use/access devices available today, the IBM Magnetic Tape Selectric Typewriter (MTST), Magnetic Card Selectric Typewriter (MCST) and the Administrative Terminal System (ATS) are judged to be particularly useful in providing more efficient document production and computer access. The MTST and MCST are not connected with the computer; the ATS will be.

    2.   The MTST has been in use in ███████ for about three 25X1A months and is an excellent machine to use for typing long papers.   The document is recorded on tape when first typed; the tape can be retained for needed changes before the final copy is produced. The changes are relatively easy to make and the final copy is typed automatically from the tape. A good typist can learn to operate the MTST in 15-20 hours (two hours a day for 7-10 days). Demonstrations and training in the MTST can be obtained by calling the telephone number listed below.

    3.   The MCST is similar in function to the MTST but utilizes a card (4" x 8") rather than a tape.   Each card can record one page of typing. Although no MCST is available in the FE Division at present, demonstrations in other parts of the Headquarters building can be arranged.

    4.   The installation of an Administrative Terminal System (ATS) for exclusive use within the Division has been requested. This ATS will be located in the office of ███████ Room ██████ 25X1A The ATS, though similar to the MTST, is connected to the IBM 360 computer and thus has greater capacity and flexibility including real time access to information stored in the computer.   Two briefings/demonstrations for Division officers

have been scheduled by the IS/PPD Project Officer: 1000 and 1400 hours, Friday, 27 August 1971. Each Branch and Staff is encouraged to have at least one officer attend the demonstration. The room ▓▓▓▓▓ in which the ATS is located is a small one and no more than six persons can be accommodated at one time. Additional demonstrations will be arranged if necessary.

    5. To arrange for the ATS and/or MTST demonstration please contact Miss ▓▓▓▓▓▓▓▓ extension ▓▓▓▓

                        Acting Chief ▓▓▓▓▓

25X1A

Distribution:
    All FE Staffs and Branches

25X1A

THE ADMINISTRATIVE TERMINAL SYSTEM

1. A new capability, known as the Administrative Terminal System (ATS), has been added to the computer center. This facility permits material prepared on a typewriter-like terminal (an IBM Selectric) to be stored in the computer's memory bank. Draft copies can be edited and changed at will, but the typist is required only to enter changes and need not retype the entire material to produce perfect, justified, final copy.

2. ATS should prove of particular value to offices originating lengthy memoranda, subject to editorial change before final typing. Moreover, as many original copies as desired can be run off, and the facility is also advantageous to use for the maintenance of periodic lists which, if done manually, must be retyped in their entirety to accommodate only a few changes prior to publication. ATS permits entering solely the changed items, and without further typing the list is reproduced in the desired format.

3. Other features of ATS are its capability to search a working storage document for any character or string of up to 24 characters, to change or replace the selected set with another set, and to rearrange the order of lines or even paragraphs with a single command. The terminal can be easily switched to the local mode and used as an ordinary typewriter whenever such usage is more convenient. Finally, there is a computer-assisted instruction program that enables a qualified typist to learn to use ATS within a week.

4. Arrangements for training of qualified typist personnel can be made by forwarding a memorandum to the ATS Project Officer. Use of the terminal that is presently being used for this purpose is scheduled through the ATS Project Officer.

5. If, after experience, it is determined that certain offices are particularly heavy users of ATS, arrangements can be made at a later date to install terminals in those offices.